

Woodstock School
Minutes of PTA General Meeting
Monday 17th September 2018

Start Time: 7.00pm

Present: Courtenay Paul, Bronwyn Nicholas, Arna Stevenson, Kym Lenihan, Jane Conlon, Leigh McGeady, Brigitta Warren, Claire Blomfield, Mary Lamberton, Susi Marinkovich, Chris Read, Renee Beere

Apologies: Jenny Mills, Maree Lewis, Tracey Wickham, Kirsty Cathcart, Debbie Trower, Belinda Blackmore

Amy Bennett, Tammy Leaf-Wright, Kate O'Connor, Leianne Nordstrom

Minutes of the last General Meeting: Leigh/ Kym
Emailed 17/09/18

Matters Arising from those minutes:

Bake sale:

- Claire has notice to go out on Friday for kea & tui
- Susi to help from 8.15am – 9.45am
- 2-3 helpers from 1-2.15pm (mary, court, susi, Claire, arna)
- Jane to advise on float denominations \$200 total – Claire will get it

Knowledge-a-thon:

- Everything ready to go on Thursday for testing.
- Money will need to be in by end of term
- Claire & Court to count money next Friday
- Courtenay to find book vouchers for top score and top sponsor

Sports Tee's:

Confirmation from Kukri - 5th October our sports tee's and skorts will arrive.

Chairperson Report
no report

Courtenay/Brigitta

Treasurers Report
Emailed 17/9/18

Jane/Chris

Principals Report
Emailed 17/9/18

Courtenay/Kym

Correspondence: TikiWine fundraiser emailed through. Possible option for Christmas present idea as a fundraiser?

General Business:

Quiz night

Quiz master, auctioneer, MC all one person – has said he will do for \$300 so we have approved this and thought we could try to find a sponsor for it.

[Jane](#) to ask Lodge about sponsorship?

We will need a Projector, screen & Microphone – [Jane/Claire](#)/dio to sort

JOBS:

1. Posters being finalised then to go up in classrooms, office, staffroom, walkways
2. Marketing on FB & the school to be carried out. Notices home etc. To go out week 10 (poster and info), week 1 T3 (poster and get your tickets now, put a team together) and week 2 T3 – last chance to buy tickets, selling fast (put numbers left) don't forget BYO and best themed table/team gets a prize
3. Silent auction items packaged up and signs made with description of items and value then a silent auction bidding sheet – Jenny Edwards can help package. Get cellophane.
4. 10 sponsors signs made – logos collected then made into a sign for the table or on a stand/flag so they can be seen.
5. Sponsors invoiced – [Brigitta](#) to do
6. Sponsors board made – print names of all sponsors and stick on a board to display on the evening. Can use a board from school.
7. List of major auction items and descriptions with what number they are for each table so people know what they are bidding on. (this could be double sided and also thank all our generous sponsors again. Also payment info
8. Non alcoholic drinks and bubbles sponsored. 6 pack beer, 1 bottle red & white wine priced and then purchased ([Susi/Jase](#))
9. Ice, ice buckets (court has 5, Mary and others may have more? Will check. Otherwise renee has plastic bins)
10. Chips & Dip for tables purchased (2 chips and 2 dips per table?)
11. Rubbish bins – flexi buckets or renee's plastic bins with bags (court has 3 buckets)
12. Ask dio about recycling or leaving it there (House keeping at end asking to clear your table or it will be binned.)
13. Ask about Dio about tablecloths, table pack up etc...
14. Prizes organised and put together for winning quiz team and best themed team
15. Idea to do – buy an answer a round \$5 a question a round for each table (help to make some extra cash) (someone to be a runner for this and have an icecream container to take the cash)
Other ideas for extra money earners:
Game every few rounds - heads or tails \$5 per

Mystery balloon for \$20 – café voucher etc
mystery bottle \$10/\$20 – choose a number and get a bottle of moët or
vinegar/water etc

16. Need a Setup and pack up crew – Susi, Court, Jane,
17. And Runners – 6 people (court, jane, claire, susi?, Arna TBC) need
some more from PTA friends group?? As these people then cant be
on tables. Need a way to identify these runners – Headbands, some
sort of dressup like M&M tees and cap? These people will need to do:
Collecting buy an answer cash (need box to store it)
give the purchasers the bank details for payment
cleaning tables
2 markers
Music in between?

Put jobs in minutes & also another email about quiz night to get helpers.

Netball Bibs & sports gear

- There has been a missing bib so a new set is needed – ok to spend
up to \$80 to replace a set of netball bibs – Court to arrange with
Janeen.
- Also talked about soccer balls – not having right sized balls in the
game day bags. Or right gear full stop for sports teams – not enough
bibs etc etc
- Sports gear needs to be checked and ordered when needed. Who's
responsibility is it? Gear is not being looked after properly. Why is there
not the right gear for the teams?
- All sports gear needs to be looked at and sorted early for teams so
everyone has the right items and new items can be purchased in time
for the season if needed.
- Kym to talk to Bridget about it, and work out how to remedy this
problem.

Next Meeting: Monday, 17th September. 7pm

Meeting Closed: 8.20pm

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Jane Conlon
Chairperson
Woodstock PTA